

**Muirfield Association, Inc.**  
**Minutes of Board of Directors Meeting**

Meeting Date: September 20, 2017

Meeting Place: Muirfield Association Office; 8372 Muirfield Dr., Dublin, OH 43017

**1. CALL TO ORDER**

Meeting called to order at 4:30 p.m. by Board President Robert Fathman. Directors attending: Marilee Chinnici-Zuercher, Chris Curry, Rory Gaydos, Paula Linehan, and Michael Russell. Directors Diana Evans, Tom Oleksa, and John Reiner were excused from the meeting. Staff attending: Walter Zeier, and Chris Carter. Legal Counsel: Jeffrey Kaman. Other's attending: Muirfield Grounds and Facilities Committee representative, Pam Ellinger and Muirfield Social Activities Committee representative, Ray DiRossi. Resident, Dr. Carl Scaccia.

**2. MINUTES OF LAST MEETING**

The minutes of the July 19, 2017 meeting of the Board of Directors were sent via email earlier in the week. Mr. Russell moved to approve the minutes of the July 19, 2017 Board of Directors Meeting, Mr. Curry seconded the motion. All were in favor. Motion approved.

**3. COMMITTEE REPORTS**

**Grounds & Facilities Committee:**

Ms. Ellinger presented the resident survey for final review. After discussion; some minor changes were made. Survey will be sent out to residents via e mail on September 29, 2017.

Ms. Ellinger reported the committee discussed the possibility of creating a butterfly pollinator garden where the sand volleyball court was located at Glick Rd. After discussion the committee will gather more information to present to the directors at a later date.

**Civic Action Committee:**

Dr. Fathman submitted a report via email for the directors to review.

**Social Activities Committee:**

Mr. DiRossi reported the Muirfield Village Civic Association filed papers for dissolution with the Secretary of State. The first meeting for the Muirfield Social Activities Committee will be on October 15, 2017. Mr. DiRossi reported the Social Activities Committee's key events for the year are Easter Egg Hunt, Brunch with Santa, and the Fishing Derby. Mr. DiRossi reported the committee is discussing the idea of organizing a Community Garage sale.

Dr. Fathman recommended that the MSAC invite the leadership of other social clubs in Muirfield to the meeting to explore coordination.

Mr. DiRossi updated the directors on the available funds, and requested an option to be included when association dues are sent out to include an option for residents to voluntarily make a donation to the Muirfield Social Activities Committee. After discussion the directors requested that the committee submit a budget for 2018. Once the budget is submitted and reviewed the board will continue discussion.

**Design Review Report:**

Mr. Zeier presented the list of plans the Design Control Committee reviewed July 1, 2017 through August 31, 2017. Since January 1, 2017, 457 requests have been reviewed by the Committee. 42 of the request were disapproved. Disapprovals were generally due to lack of information. After revisions, 25 of the 42 requests were approved, leaving only 17 requests that are still disapproved for not resubmitting or if the request will not be approved.

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Mr. Zeier reported 6 houses have been approved for construction by the Muirfield Design Control Committee at the Stansbury site. Mr. Zeier also reported 2 houses at other locations have been approved for construction. 1 house is located on Tibbermore Ct. and 1 located on Hawthornden Ct.

4. **OLD BUSINESS**

Mr. Zeier presented the Recreational Facilities Behavior Policy. After discussion Mr. Gaydos moved to approve the Recreational Facilities Behavior Policy, Mr. Curry seconded the motion. All in Favor. Motion approved.

Mr. Zeier presented an example of a new street sign to illustrate how the signs must look to be in compliance with federal regulations. After discussion and concern about the very large dimensions, Mr. Kaman was directed by the Board of Directors to explore legal options to be in compliance with federal regulations and to present them at the November 15, 2017 Board of Directors meeting.

5. **OFFICERS/MANAGEMENT/LEGAL REPORT**

**General Manager's Report:**

Mr. Zeier reported representatives of the girl's tennis team from Grizzell Middle school made a request to use Muirfield Association tennis courts at the Glick Rd. recreational complex on September 30, 2017. As part of the request, \$200.00 was offered to pay the association for use of the tennis courts. Mr. Zeier sent the request to the Board of Directors via e mail. After discussion all Directors responded via electronic communication. Approval for the Grizzell Middle School girl's tennis team to use the tennis courts at the Glick Rd. Recreational Complex was unanimous.

Mr. Zeier requested direction of policy for outside events to be held in Muirfield. After discussion Mr. Zeier was directed to draft a policy allowing outside events to be held in Muirfield. The policy must include the following: events must include and benefit the residents of Muirfield Village and organizers must carry their own liability insurance and present proof when requesting permission.

Mr. Zeier reported that he has been in discussion with various payroll companies. After discussion Mr. Russell moved to approve \$7500.00 for payroll company services. Mr. Gaydos seconded the motion. All in favor. Motion approved.

Mr. Zeier reported the majority of Muirfield Association, Inc. staff requested to reinstate the employer 3% contribution towards a 401k that was discontinued in 2006 after the majority of staff requested to directly receive the 3% yearly contribution. After discussion Dr. Fathman moved to reinstate an employer contributed 401k. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion carried.

Mr. Zeier reported the Smuirfield pond is now holding water. Mr. Zeier also reported over the course of the next few years that resident, Mr. John Reiner will continue to add landscape elements and design to Smuirfield at his own expense.

Mr. Zeier presented several logo designs selected by the Logo subcommittee consisting of Directors Chris Curry, Michael Russell, and Paula Linehan to the Board of Directors. After discussion the directors narrowed down the designs to a few options. Dr. Fathman moved for the subcommittee to make the final selection for the logo and to be presented at the November 15, 2017 Board of Directors meeting. Mr. Curry seconded the motion. All in favor. Motion approved.

**Deed Violation Report:**

Ms. Linehan moved to ratify revocation of privileges from those properties where normal notification procedures were followed with no correction. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion approved.



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**Treasures Report:**

Ms. Chinnici-Zuercher presented Profit & Loss Statement. Discussion followed.

**Presidents Report:**

Dr. Fathman reported the he has been monitoring social media sites. Dr. Fathman reported that he and Mr. Zeier are planning a meeting with representatives from sub-associations to discuss what services Muirfield Association, Inc. may assist them with.

Dr. Fathman reported the Dublin section of the multi-use pathway on Concord Rd. leading to Eli Pinney elementary school is complete.

Dr. Fathman reminded the directors that he is part of Jerome High School Key Communicators Committee that meets once and will speak and ask questions on behalf of the Board of Directors and the residents of Muirfield Village.

Dr. Fathman reported a housing development consisting 467 homes requested approval by Jerome township. The request has been tabled until after November elections.

**6. NEW BUSINESS**

Resident, Dr. Carl Scaccia opened discussion with a power point presentation of the condition and health of the small pond located at Muirfield Greene with the Board of Directors. After discussion Mr. Russell moved to approve \$5000.00 to drain and dredge the small pond located at Muirfield Greene. Ms. Chinnici-Zuercher seconded the motion. All in favor. Motion passed.

Mr. Curry moved to approve \$2500.00 to retain Dr. Scaccia services to give an assessment of the overall condition and health of ponds owned by Muirfield Association, Inc. Mr. Russell seconded the motion. All in favor. Motion passed. Mr. Russell recommended for funds to be included in the 2018 Operating Budget for additional pond maintenance.

Ms. Chinnici-Zuercher reported a meeting with Muirfield Association, Inc. General Manager: Walter Zeier, Assistant Manager: Chris Carter, Muirfield Association, Inc. Legal Counsel: Jeffrey Kaman and Board President of the Glenbarr Association: Neil Peffer regarding Muirfield Association, Inc. subcontracting the property management duties. After discussion Mr. Zeier was directed to move forward in discussion to property manage the Glenbarr Association, a sub-association of Muirfield Association, Inc.

Mr. Gaydos opened discussion for Muirfield Association, Inc. to conduct background checks on Muirfield Association, Inc. staff. After discussion; the board directed Mr. Zeier to explore the costs of background checks for new hires. Mr. Zeier was also directed review the Associations insurance policy for required drug testing of full time staff. Mr. Zeier will present the information at the November 15, 2018 Board of Directors meeting.

**7. ADJOURNMENT**

Dr. Fathman adjourned the meeting at 8:10pm.

Respectfully submitted,



Paula Linehan, Secretary  
Muirfield Association, Inc.